

# NEWS

County Women's Network  
May 2007

## What Not to Do on the Job

The last thing you want is to be forced back onto the job market.

A few wrong steps, however, and you might see a pink slip before a paycheck. If you want to guarantee your spot in the unemployment line, try some of these moves:

**1. Don't bother learning what's expected of you.**

Sit down with your manager and make sure you understand exactly what your job entails, your deadlines and any relevant department policies. This eliminates ambiguity and ensures you'll know how your performance measures up.

**2. Learn to say, "That's not part of my job description," and use it frequently.**

Everyone needs to set limits, but doing only the bare minimum sends a clear message that you're just interested in a regular paycheck. Sooner or later, your boss will start looking for someone willing to take more initiative.

**3. Go shopping in the supply closet.**

While you're at it, run a few errands with the company car and pad your expense report. Stealing from the company is one of the best ways to guarantee your immediate dismissal.

**4. Abuse company technology.**

Think your boss won't notice that you spend more time instant messaging your friends than you do working? Think again. Most companies monitor all their employees' e-mails and Internet usage -- and that includes what you do with your laptop after hours. Never use your company computer for anything illegal or X-rated.

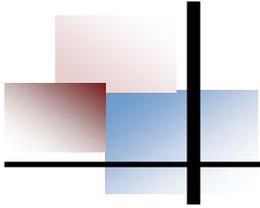
**5. Complain about your job to anyone who will listen.**

Whether your pay is too low, the work is drudgery or you think your boss is an idiot, be careful of who hears you complain. If it gets back to your boss, she may just put you out of your misery.

**6. Forget teamwork -- look out for No. 1.**

No one wants to work with an arrogant employee who steals ideas or an egotistical worker who demeans others. Helping your co-workers doesn't make you a pushover, it makes you smart. Likeable employees move up the company ranks more quickly, and your colleagues will be more likely to help you find leads when you launch your next job search.





# MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 May Day	2	3	4	5
6	7	8	9	10	11	12
13 Mother's Day	14	15	16 Training Day	17	18	19 Armed Forces Day
20	21 Victoria Day (Canada)	22	23	24	25	26
27	28 Holiday	29	30	31		

## What Not to Do on the Job (*continued*)

### 7. Bring your personal life to work.

It's inevitable that personal business is going to pop up during work hours. But keep in mind that cubicles don't lend any privacy, so the whole office can hear -- and are distracted by -- you making that appointment with your hairstylist or manicurist. Keep personal calls and errands to a minimum during work hours.

### 8. Consistently work "abbreviated" workdays.

Want to show your boss how little you care about your job or career progress? Regularly come in late and leave early. After all, if you can't be trusted to show up on time, how can your boss trust you with more responsibility?

### 9. Treat deadlines more like guidelines.

When you procrastinate, everyone suffers. Your missed deadlines reflect poorly on you and your boss, and they delay everyone else on the project, since they can't finish their work until you do yours.

### 10. Operate the gossip mill.

While you can't avoid office gossip completely, don't get caught spreading it. Think about it: Do you really want hurtful or untrue rumors to be traced back to you? And remember: A few margaritas are no excuse for getting loose-lipped.

## CWN Board of Directors

If you would like to be more involved in CWN aside from attending the monthly meetings — think about serving on the Board. The Board meets once a month in addition to the regular CWN monthly meeting. Board members are required to attend the board meetings. Here is a list of positions on the board:

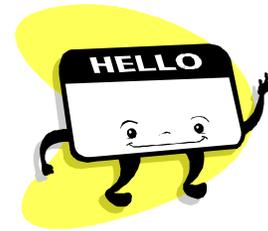
- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Director of Membership (2 positions)**
- **Director of Programs (2 positions)**
- **Director of Mentoring (2 positions)**
- **Director of West Valley Region**
- **Director of Desert Region**
- **Director of Special Projects**
- **Director of Publicity**
- **Director of Community Services**

*Brand new CWN Members:*

*Denise Benson, County Fire Department*

*Jessica Perez-Baker, HSS-7AD*

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Have a mountain of paper on your desk? Send the paper down river using the **R-A-F-T** method.



- ♦ **R**efers it to the right person if you aren't the one who should handle it
- ♦ **A**ct on it right away. If items can be dealt with easily, handle them now
- ♦ **F**ile it, if necessary. Eighty percent of papers filed are never looked at again. Keep only what you really need
- ♦ **T**oss out routine memos which give you information you know or can easily remember. Record meeting information on your calendar then discard the memo. When you receive

## Upcoming Events and Meetings .....

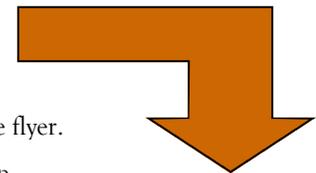
May 17 ~ Annual CWN Training Day. Registration Fee includes a buffet lunch! Watch for the flyer.

June 20 ~ Mentoring Graduation. Friends and family invited. Mark the date. Details out soon.

July 18 ~ Retirement Presentation by Jim Nunn. You won't want to miss this!

August 15 ~ Presentation by Tom Potter, Director of Parks and Recreation. Find out fun things to do in our county.

September 7 ~ Our annual golf tournament at the San Bernardino Golf Club. Volunteers are still needed. Come out for a fun filled day and help support the Senior Nutrition Program.



## SkillPath Conference for Women

Congratulations to the following CWN members who will be attending SkillPath's Conference for Women on May 3, 2007.

- ◆ Cindy Eubank
- ◆ Shirley Armstead
- ◆ Kimberly Hays
- ◆ Crista Wentworth

Let us know how you enjoyed the program!

## To Do List for Conference Drawings

1. Secure your supervisor's approval prior to submitting your name for consideration.
2. Verify with your supervisor if you will attend using education leave or if you will need to utilize a vacation day.
3. Clear the day on your calendar.
4. If you find that you are unable to attend prior to the drawing, please contact Denise McGovern.
5. If your name has been drawn and you later cannot attend, an alternate name will be drawn.
6. If your department has agreed to pay for your attendance at a seminar instead, please contact Denise McGovern so that we can remove your name from the list of interested members.



Happy Mothers Day to all CWN members who are mothers, step-mothers, grandmothers and great-grandmothers. Each of you is a special woman in your children's and grandchildren's eyes.

## State of the County ~ CWN Member Thanks

I want to thank the CWN Board, and my fellow CWN ladies for allowing me the opportunity to attend the State of the County of San Bernardino address. It was very informative, and there were several "Directors" from varied County and privately owned departments. There was a wealth of opportunity to network!

Every member who's name was drawn attended the event! We had fun introducing ourselves to one another; meeting ladies from the High Desert chapter was very nice. The exhibits, and the presentation was excellent, as well as was the food.

The entire Board of Supervisors was present, and they presented a wonderful DVD with each Board member speaking about very important issues that affect our county. Some of the topics included information on public

safety, i.e., adding more law enforcement officers, acquiring a new jail facility to house more convicted criminals instead of releasing them back into society because of lack of space to house them; the building of our retail markets, i.e., the building of Victoria Gardens, etc.; and the development of our business commerce such as shipping services at our airports (to include what was once Norton Air Force Base as San Bernardino's International Airport, and developing the other Air Force base in the high desert with even more shipping services, to include UPS, and FEDEX.

The evening was a success as far as letting all of the community leaders know what is happening, and what we can look forward to for the County of San Bernardino in the near future.





**DDA Gary Fagan presented us with informative and interesting information on Identity Theft**

**Three things you must safeguard are:**

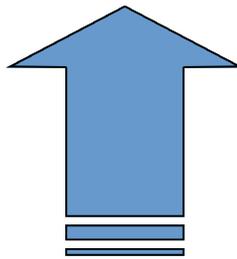
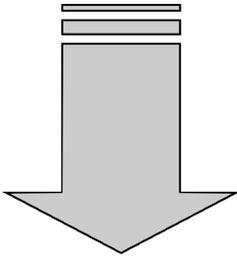
- 1. Your name**
- 2. Your birth date**
- 3. Your social security number**

**Additional information on *Identity Theft* can be found on the CWN intra and internet sites.**

**Check it out today!**

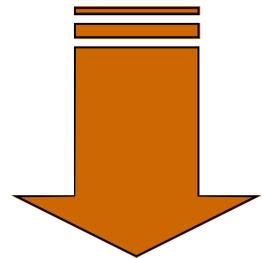
# Gary's Quick Tips

Purchase a cross-cut shredder. Make sure to shred the junk mail and credit card offers that contain your personal information.



Paying bills on-line is the safest way to get the job done. Banks generally offer this type of service, too. Check it out. Thieves can easily alter a check with simple items from the store.

Safeguard your wallet, credit cards and other personal information. Some stranger looking over your shoulder and seemingly interested in those cute family photos?? I think not. They're probably memorizing your personal information.



**CONTACT US**

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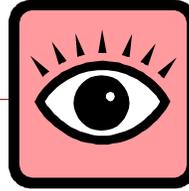
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[mbrass@dbh.sbcounty.gov](mailto:mbrass@dbh.sbcounty.gov)



*Keep an eye out for the Elections Ballots for next year's CWN Board of Directors. A complete description of the duties and responsibilities of the Board positions can be found on the CWN website.*

*Also on the ballot will be proposed changes to the CWN By Laws. Your vote counts!*



Watch your e-mail for an opportunity to attend this event at no cost:

**San Bernardino County Commission on the Status of Women**

invites you to

**The Annual Herstory Luncheon**

Join the San Bernardino Board of Supervisors and the Commission on the Status of Women as they honor these Outstanding Women

**First District:** Joyce Harrison, Vici Nagel, and Carmen Gutierrez

**Second District:** Valerie Henry, Ramona Merrifield, and Lelah Spindler

**Third District:** Nancy Bailey, Claire Marie Teeters and Ellen Weisser

**Fourth District:** Ginger Eaton, Charleen King, and Jane R. Mercer

**Fifth District:** Clara Franklin, Esther Jimenez and Dr. Nena Torrez

**Wednesday, May 9, 2007**

**11:30 AM Social ~ 12:00 PM Luncheon**

San Bernardino Hilton

285 Hospitality Lane

San Bernardino, CA 92408